

SECRET

DD/S 69-4212

23 SEP 1969

MEMORANDUM FOR: Director of Security
Director of Training

SUBJECT : Request for Comments on Proposed Use []

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1. The Agency is faced with a shortage of records storage space in the Agency Records Center [] The expiration in December 1970 of our temporary agreement for 20,000 cubic feet of GSA space at Suitland makes our storage problem critical.

2. It has been proposed that we [] to house Agency records. A review on 4 September by representatives from your Offices and the Records Staff resulted in identification of four possibilities:

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8,000 square feet
9,000 square feet
10,000 square feet
12,000 square feet

25X1

25X1

4. Details may be obtained from [] but at present the two types of records being considered for relocation are:

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a. Supplemental Distribution -- One man [] to operate a reserve supply of 15,000 cu. ft. of extra copies of publications up thru SECRET. The daily reference supply and higher classifications will be stored and serviced nearer headquarters. A truck per week would move supplies between the two operations.

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b. Agency Archives -- A continuing staff of three and up to five others (representatives from each Directorate and DCI area) would work to establish the master Archives from some 30,000 cu. ft. of permanent records on hand. Agency historians will reference these files moving a few envelopes in and out each day or on an occasional visit. After the move most bulk transfers could go [] with very few truck loads expected per year.

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SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

DDS/SSS/RAB [] (11 September 1969)
Distribution []

- Orig. & 1 - Addressees
1 - DDS Subject
1 - DDS Chrono
1 - SSS Subject
1 - RAB Subject ✓

CC: C/ARC
RAB mbr.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification